



## Senior Budget Technician

**Department:** Budget and Management

**EEO Code:** 25

**Class Code:** 1441

**FLSA:** N

**Effective:** 01/12/1997

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in processing revisions to the adopted County budget, providing technical/financial support for the department, coordinating the budgets of several departments, and administering the County's Community Contracts; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Provides technical and financial support through the maintenance of various tracking systems and the preparation of journal entries for signature and entry into the County's financial system; maintains the street light and three cent road account reports for Board agenda packages; maintains and updates the cash proffer database and reconciles to accounting reports; assists in the formulation and maintenance of a tracking system for cash proffers and investigates the flow of money to ensure accurate reporting and compliance with policy; maintains financial information for Virginia Department of Transportation projects and tracks expenditures and reimbursements; compiles budget data for annual audit reports (CAFR) and reconciles with accounting reports; reviews Board of Supervisor meeting minutes for accuracy and prepares related journal entries; researches and investigates budget exceptions and new contracts to ensure availability of funds; coordinates all Board Community Contracts and Donations by approving expenditures over and under \$10,000, providing financial information, meeting with the County Attorney's Office to complete contracts, and ensuring distribution of funds; monitors financial status and coordinates budgets for various departments by assisting departments with budget processes, procedures and deadlines; works closely with accounting personnel to resolve any discrepancies in reported expenditures and revenues; collects data and prepares departmental presentations; develops budget spreadsheets for upload to the County mainframe and coordinates the upload with IST staff; reviews budget changes for accuracy; approves and verifies fund availability for purchases under \$10,000; reconciles fixed asset reports; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of County administrative procedures and policies; of principals and practices of governmental accounting and budgeting; of financial and graphics software.

Ability to work accurately with numbers; to communicate effectively orally and in writing; to work under strict time constraints; to establish effective working relationships with County personnel and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Associate's degree in accounting or business related field and three years of experience in business administration or governmental accounting; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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